

International Agent Application Form

Thank you for considering to partner with Everthought College of Construction. Everthought College of Construction takes your role as an International agent seriously as we hope you do. This form has been designed to provide you with the required information needed to make an application to be a partner with Everthought College of Construction.

Becoming an approved agent with Everthought College of Construction

Everthought College of Construction is responsible for ensuring new agents wanting to represent Everthought College of Construction have suitable understanding of international recruitment, Australia and the international education framework as well as the Everthought College of Construction products and services available to International Students.

We expect our international agents to have a thorough understanding of the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

What you need to help your application form:

To fill out this form you must provide information about your agency, your recruitment history and three Australian based tertiary/higher education or VET education providers as your referees.

Copies of supporting certificates and licenses will need to be attached to this application form.

The Process

- 1** Complete and submit the application form below and ensure you have all the correct supporting documentation.
- 2** Everthought College of Construction once we have received your application will review and undertake reference and immigration license checks (if appropriate).
- 3** Everthought College of Construction will advise you of our decision and if successful we will send you a copy of the agent agreement for you to read, understand, sign and return to us in a PDF format.
- 4** Everthought College of Construction will send you a formal signed Agent Agreement and Agent Representation Certificate.

Please be aware that in order to counsel students appropriately you must adhere to the National Code as mentioned above.

Please note all particulars on the following pages must be completed

International Agent Application Form

Part A: Business Details

Registered Business Name:	<input type="text"/>
Trading Name: <i>(if different)</i>	<input type="text"/>
Company Registration number and/or Australian business number (ABN):	<input type="text"/>
Name of registered owner/principal: <i>(if different)</i>	<input type="text"/>
Name of chief executive officer: <i>(if different)</i>	<input type="text"/>
Name of contact person:	<input type="text"/>
Name of signatory of agency agreement /contract:	<input type="text"/>
Title: <i>(Mrs, Miss, Ms, Mr etc)</i>	<input type="text"/>
Family Name:	<input type="text"/>
Given Name(s):	<input type="text"/>
Position:	<input type="text"/>
Email address:	<input type="text"/>

Head office physical company address (to appear on contract)

Address:	<input type="text"/>
City:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Mobile:	<input type="text"/>
Email:	<input type="text"/>
Website:	<input type="text"/>

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Other address if different to the one listed above

Address:

City:

Postcode:

Country:

Phone:

Fax:

Mobile:

Email:

Website:

Part B: Services Provided

1. Outline your company's experience in representing overseas education institutions:

2. Please list the names of relevant key staff including your Student Advisors or Counsellors
(attach further pages as required)

Key Staff Member Name	Contact Details	Role /Position	Relevant Work Experience (Years)	Relevant Qualifications, memberships or associations (please list)



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3. Are you a member of an Agent's Association in your country? E.g. MARA in Australia; AAERI in India. If YES, please provide details.

4. Do you charge students any service fees? If YES, please provide details of what you charge and for what service.

5. Please list the countries you will be recruiting students from?

5a. What territory are you proposing to recruit students to Everthought College of Construction?

6. List the institutions that you recruit for in Australia



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7. How do you intend keeping informed about Everthought College of Construction and the details about courses we offer?

8. Please provide three relevant referees from other Australian educational institutions that you have represented within the last 12 months

Referee	Full Name	Institution Name	Email address	Phone Number	Number of students sending to the listed provider	Any visa refusals and why
1						
2						
3						

9. Please list what training you and/or your staff have undertaken in relation to the role of an education agent?

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Part C: Attachments

Please provide the supporting documentation with your application;

Everthought College of Construction will not proceed with your application if all supporting documentation and information is not filled out and missing.

Attachment	Included in Application	
Copy of business registration (if Australian based please include ABN)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed marketing plan of how you, intend to market and promote Everthought College of Construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A company profile, including a summary of your company's areas of operation (e.g. Education Agent, Migration Services)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of addresses and contact details of ALL offices operating under the company name (or trading name if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your company's physical or courier address for delivery of marketing material. (Please do not provide PO Box addresses)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any supporting information or documentation that you feel relevant to this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please list and describe any additional attachments that support your application:

Part D: Declaration

Everthought College of Construction has formulated a policy which forms the basis of developing a professional relationship between the College and Agents. The policy outlines a number of standards for Agents to follow in an effort to maintain high professional standards in the marketing and delivery of education services and which safeguard the interests and welfare of our students and our industry. Everthought College of Construction International Agent Selection Policy can be found on the Everthought College of Construction Website.

Declaration – I, the signed agent have read and understood the above and declare that all information to be true and accurate.

Signed	
Date	
Name	
Position	

Please return this form to: Email: international@everthought.com.au or Post: International, Everthought College of Construction Perth Pty Ltd, 3/92 Mallard Way, Cannington, Western Australia. Please note it is our preference to receive this by email as it will speed up your application process.